



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:  
CMC-PAC  
29 DEC 2004

PERSONAL

GREEN LETTER NO. 13-04

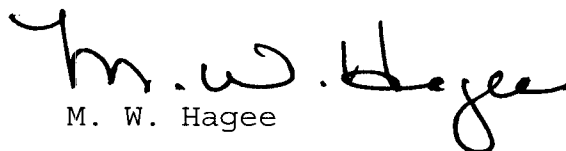
From: Commandant of the Marine Corps  
To: All General Officers  
All Senior Executive Service Members

Subj: GENERAL OFFICER AND SPOUSAL TRAVEL IN SUPPORT OF  
MARINE CORPS BIRTHDAY BALLS

1. The Marine Corps Birthday Ball is the premier social function of the Marine Corps. Birthday Balls not only permit Marines to celebrate their Corps, but also offer an unparalleled opportunity to support our "grass roots" campaign. Temporary Additional Duty (TAD) funds for both Active and Reserve General Officers and their spouses, acting as guests of honor to attend Marine Corps Balls, are available through HQMC. Funding will only be provided if there is a strong justification that the general officer's participation supports "grass roots" efforts in the communities where there is not a strong Marine Corps presence.

2. Department of Defense Directive 4500.56 (DoD Policy on the Use of Government Aircraft and Air Travel) explains the criteria for authorized general officers and spousal travel. Prior to each Birthday Ball season, a MARADMIN will be issued providing detailed guidance and procedures for requesting these TAD funds.

3. To maintain the spirit of our "grass roots" efforts, I am directing the Assistant Commandant to approve only those requests that substantially "reinvigorate" support for the Marine Corps. Your request for funds and travel for you and your spouse must be fully justified by addressing how your attendance will enhance the Corps' standing in the community. Requests for OCONUS, cross-country CONUS travel, and travel to areas where there are other general officers are discouraged and will normally be disapproved.

  
M. W. Hagee